

# TOWN OF STILLWATER

BUILDING, PLANNING & DEVELOPMENT DEPARTMENT  
881 HUDSON AVE, STILLWATER, NY 12170  
(518) 664-6148, EXT. 215



## Planning Board

**Minor Subdivision  
Application  
Fee: \$300.00 per lot**

**OFFICE USE ONLY**

Project # \_\_\_\_\_

Total Fee Paid \$ \_\_\_\_\_ Rec'd by: \_\_\_\_\_

DATE: \_\_\_\_ / \_\_\_\_ / 20\_\_

| PROJECT INFORMATION   |  |  |             |
|---|--|--|-------------|
| Project Name:   |  |  |             |
| Address/Location:   |  |  |             |
| APPLICANT/REPRESENTATIVE INFORMATION  |  |  |             |
| <b>*ALL INFORMATION IN THIS SECTION IS REQUIRED FOR A COMPLETE APPLICATION</b>  |  |  |             |
| Name:   |  |  |             |
| Phone:  |  | Email:   |             |
| Address:  |  | City:  | State: Zip: |
| Owner (if owner is different from applicant, owner authorization section must be completed and signed)  |  |  |             |
| Name:   |  |  |             |
| Phone:  |  | Email:   |             |
| Address:  |  | City:  | State: Zip: |
| SITE INFORMATION  |  |  |             |
| Parcel Identification (SBL) # of all lots included:   |  |  |             |
| Number of proposed lots:  |  | Zoning District:   |             |
| Size of existing lot(s): _____ acres, _____ acres, _____ acres, _____ acres   |  |  |             |
| Size of proposed lots: _____ acres, _____ acres, _____ acres, _____ acres   |  |  |             |
| For Major Subdivisions range of proposed lots: _____ acres - _____ acres  |  |  |             |
| Proposed Use: <input type="checkbox"/> Commercial <input type="checkbox"/> Multi-Family <input type="checkbox"/> Single-Family  |  |  |             |
| Has owner subdivided any portion of the above-described property prior to the date of this application? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, indicate number of parcels _____ Date: _____ |  |  |             |
| Total Proposed Lot Coverage (acres):  |  | Total Proposed Open Space (acres):                                       |             |
| Does the proposal meet all setback requirement within the zoning district: <input type="checkbox"/> Yes <input type="checkbox"/> No   |  |  |             |
| Frontage:   |  | Total Proposed Disturbance:  |             |
| Proposed Building Size: _____ SF <input type="checkbox"/> N/A   |  | SWPPP Prepared: <input type="checkbox"/> Yes <input type="checkbox"/> No |             |

**SIGNATURES**

I, the undersigned, have thoroughly read and understand the application and the list of items to be shown on the plans and documents for review and I consent to all the requirements as set forth in the application.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

**AUTHORIZATION TO ACT AS AGENT (OWNER AUTHORIZATION)**

In the event that the owner of the property desires to have another individual act as his/her authorized representative in support of this application the following statement must be completed and signed:

I, \_\_\_\_\_, owner of the above referenced lot(s) hereby designates \_\_\_\_\_ as my agent regarding this application for review.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

**APPLICATION PREPARATION CHECKLIST**

**\*Applications must be submitted along with the Application Fee and deemed complete by the department to be considered for placement on an agenda. Incomplete applications will not be accepted and will be returned to the applicant. Exclusion of any required materials will result in the delay of project review.**

**COPIES:** The following materials are required:

**\*\*Fifteen (15) printed (and 1 digital) copies of the following materials:**

**Applicant  
Initials**

**APPLICATION FORM**

**NARRATIVE: Written Description of the proposal to include:**

Evidence of how the developer's particular mix of land uses meets existing community demands.

A general statement as to how common open space is to be owned and maintained.

How the plan is in conformance with the Town's Comprehensive Plan

A fiscal impact analysis identifying projected short- and long-term impacts on municipal and school district budgets.

**SWPPP: A Stormwater Pollution Prevention Plan in conformance with requirements with the current State Pollution Discharge and Elimination System Permit for Stormwater Discharges from Construction Activity**

**LONG ENVIRONMENTAL ASSESSMENT FORM:**

Pursuant to the N.Y.S. State Environmental Quality Review Act (SEQRA).

**AGRICULTURAL DATA STATEMENT: (If Required) For all projects within Saratoga County Ag District 1**

Available at: <https://www.stillwaterny.org/building-planning-development/planning-department/planning-board-forms-and-application/>

**MAPS:**

Size of 22x34 inch maximum should be used when practical \*Printed maps must be folded

See Map requirements below

**DIGITAL COPIES:**

Digital copies are mandatory. Any applications submitted without digital copies shall be deemed incomplete.

\*Must be on USB Drive or downloadable email format

| AGENCY MATERIALS  |  |
|---|--|
| <b>FIRE DEPARTMENT:</b> One full set of materials (printed or digital) mailed directly to:<br>Arvin Hart Fire Company<br>PO Box 288, Stillwater, NY 12170   |  |
| <b>USPS:</b> A layout plan must be submitted to the appropriate Post Office for approval of the mailbox (mail receptacle) locations. Contact the post office that will be providing service for their preferred contact information |  |
| OFFICE USE ONLY   |  |
| <b>PUBLIC NOTICE FEE:</b><br>The cost of this fee will be determined by the Planning Board based on the number of notifications required and must be submitted no later than 14 days prior to the meeting                           |  |
| <b>ENGINEER ESCROW AND LEGAL ESCROW FEES:</b><br>To be determined following initial review of the application. This fee must be paid prior to placement on an agenda  |  |
| Additional copies of any and all materials MAY BE REQUESTED AT ANY TIME   |  |

| MAP/PLAN REQUIREMENTS   |                    |
|---|--------------------|
|   | Applicant initials |
| <b>MAP MUST INCLUDE:</b>  |                    |
| Site plan drawn to scale at one-inch equals 50 feet or larger.  |                    |
| All existing and proposed boundary lines  |                    |
| Size in acres of existing and proposed lots   |                    |
| Include one sheet showing the overall plan  |                    |
| All existing and proposed easements and Rights of Way   |                    |
| Existing Zoning Districts and boundaries  |                    |
| Names and owners of all adjacent properties   |                    |
| Street names for any existing or proposed roadways  |                    |
| Federal or State regulated wetland delineations   |                    |
| Location and design of all proposed site improvements including drainage, retaining walls, berms, fencing, etc.   |                    |
| Location of existing or proposed waste water treatment  |                    |
| Location of existing or proposed water supply   |                    |
| Location of the various uses and their areas  |                    |
| Delineation of proposed uses  |                    |
| Proposed Open Space system  |                    |
| Overall drainage system   |                    |
| Topographic map with intervals of 10ft  |                    |
| North arrow and site location map   |                    |
| Phasing Plan if the development is to be phased a general indication of how the phasing is to proceed. Whether or not the development is to be phased, the sketch plan of this section shall show the intended total project. |                    |
| Total area of proposed disturbance  |                    |

|                              |  |
|------------------------------|--|
| <b>MAP/PLAN REQUIREMENTS</b> |  |
|------------------------------|--|

|  |                           |
|--|---------------------------|
|  | <b>Applicant initials</b> |
|--|---------------------------|

**Standard notes as detailed below\***

1. This property may border a farm, as defined in the Town of Stillwater Local Law #1 of the year 1997. Residents should be aware that farmers have the right to undertake farm practices which may generate dust, odor, smoke, noise and vibration.
2. This proposal includes a total of **[insert parcel area]** ± acres and lies within the Town of Stillwater **[insert zoning district]** zoning district.  
 Min lot size: \_\_\_\_\_ sf  
  
 Min lot width @ bldg line: \_\_\_\_\_ ft  
  
 Setbacks:  
 Front: \_\_\_\_\_ ft  
 Side: \_\_\_\_\_ ft  
 Rear: \_\_\_\_\_ ft
3. Parcel is identified as tax parcel **[insert tax ID number]**, Town of Stillwater, Saratoga County, New York.
4. The average lot size is **[insert size]** sq. ft.
5. Describe any easements or other restrictions on this property

**\*Standard Notes:** The following notes are the minimum requirement on all plats. Additional notes may be necessary as defined in the Town Subdivision Design Standards, Section 1.12 or as requested by the Planning Board.

**Approval Block as shown below:**

**TOWN OF STILLWATER PLANNING BOARD APPROVAL**  
 APPROVED BY RESOLUTION OF THE PLANNING BOARD OF THE TOWN OF STILLWATER, NEW YORK, ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ SUBJECT TO ALL REQUIREMENTS AND CONDITIONS OF SAID RESOLUTION. ANY CHANGES, ERASURES, MODIFICATIONS OR REVISIONS OF THIS PLAT, AS APPROVED, SHALL VOID THIS APPROVAL SIGNED THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_  
 BY \_\_\_\_\_  
 PLANNING BOARD CHAIRMAN